



**MINUTES**  
**COMMITTEE OF THE WHOLE MEETING**  
**Monday, February 23, 2015**

Present:

Mayor Blomberg	Trustee Brandt
<del>Trustee Feldman</del>	Trustee Grujanac
Trustee McDonough	Trustee Servi
<del>Trustee McAllister</del>	<del>Village Clerk Mastandrea</del>
<del>Village Treasurer Curtis</del>	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Public Works Director Woodbury
Community & Economic Development	Engineering Supervisor Horne
Director McNellis	

**ROLL CALL**

Mayor Blomberg called the meeting to order at 7:36 p.m. and Village Manager Burke called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the February 9, 2015 Committee of the Whole Meeting Minutes.**

The minutes of the February 9, 2015 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Preliminary Evaluation of a Special Use to permit an Assembly Use operation in the O/Ic, Office/Industrial Zoning District, within an existing building at 625 Barclay Boulevard, for religious uses (Willow Creek Community Church, Inc.)**

Community & Economic Development Director McNellis provided a summary of the preliminary evaluation of a special use to permit an assembly use operation in the Office/Industrial District at 625 Barclay Boulevard for Willow Creek Community Church, Inc. Community & Economic Development Director McNellis noted the Village review process includes referral to the Zoning Board, the Zoning Board would hold a Public Hearing, and the request would come back to the Regular Village Board for final consideration. For this petition, staff recommends an off-site parking

arrangement be made in an adjacent lot and an understanding of the hours of operation for various events of the church to perhaps limit hours necessary to ensure events will not cause conflict with the surrounding corporate center.

Mr. Larry Friedman, attorney representing Willow Creek Church stated the Church is aware of staff recommendations and has no difficulty complying with them. Mr. Friedman noted the lease has been signed for 625 Barclay and for the temporary location at the Regal Cinema.

Village Attorney Simon noted the comments regarding the proposed site and building improvements do not mention the fire safety/sprinkler system and asked if this would be addressed. Community & Economic Development Director McNellis noted as a part of the building permit review, there will be a fire review. Mr. Friedman stated Willow Creek Church will meet with building staff in order to meet all building requirements.

Trustee McDonough asked if a Certificate of Occupancy would be issued. Community & Economic Development Director McNellis confirmed a Certificate of Occupancy would be required prior to Willow Creek Church moving into the space.

Trustee McDonough asked what the expected time frame was for Willow Creek Church to occupy the permanent space. Mr. Friedman stated the lease with the temporary facility at Regal was until the end of the year and Willow Creek would like to take occupancy of the permanent space by year end.

There was a consensus of the Board to refer this item to the Zoning Board.

### **3.12 Consideration of a Resolution of the Village of Lincolnshire, Illinois, reallocating 2015 Volume Cap to the Village of Buffalo Grove, Illinois (Village of Lincolnshire)**

Community & Economic Development Director McNellis noted this was a basic, annual request for the Village to reallocate our 2015 Volume Cap to Buffalo Grove.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

## **3.2 Finance and Administration**

### **3.21 Public Hearing Regarding an Ordinance Establishing Authorization for the Acceptance of Payment by Credit Card (Village of Lincolnshire)**

Mayor Blomberg closed the Committee of the Whole meeting and opened a Public Hearing for the consideration of an Ordinance establishing authorization for the acceptance of payment by credit card.

Finance Director Peterson provided a summary of the Ordinance establishing authorization for acceptance of payment by credit card. Finance Director Peterson noted Village Attorney Simon made the recommendation to add this to the Comprehensive Fee Schedule in the Village Code. Village Attorney Simon noted adding this to the Comprehensive Fee schedule delegates authority to the Village Manager to negotiate contracts with the credit card service.

Trustee McDonough asked if the Village would have any additional liability for accepting personal information. Finance Director Peterson said Payment Services Network (PSN) would take all the credit card payments and any other payments collected during the day, then bundle together all payments making once deposit. The Village would receive the credit card payments in advance of them clearing due to PSN fronting the money. Village Manager Burke noted the payments and credit card data would not land anywhere on the Village network reducing the Village's need to address credit card security issues. Village Manager Burke noted staff has been discussing various ways this could be handled when people come into the Village Hall to make payments; some thoughts were to possibly have a kiosk or tablet allowing individuals to enter payments securely.

Trustee Grujanac asked if staff would still accept checks. Finance Director Peterson confirmed staff will still accept checks and auto-debit as sources of payment.

Mayor Blomberg closed the Public hearing and re-opened the Committee of the Whole meeting at 7:47 p.m.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.22 Consideration and Discussion of Approval of a Tolling Agreement Related to IMET Losses Arising From First**

### **Farmers Financial (Village of Lincolnshire)**

Village Manager Burke provided an update regarding IMET losses noting the Tolling Agreement will preserve the Village's right to pursue legal recourse should the settlement of the recovery of funds not happen within the statutory limitations. Several other municipalities are entering into this agreement to preserve their future right to litigation.

Mayor Blomberg stated the time limit goes to mid-2016 and asked if this would be enough time. Village Attorney Simon stated the Agreement can be renewed and added the receiver has seized all assets that were available and it is hard to speculate the longevity.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.3 Public Works**

#### **3.31 Consideration and Discussion of a Professional Service Contract with Baxter & Woodman Consulting Engineers for a Sanitary Flow Monitoring Study at a Cost not to Exceed \$30,420 (Village of Lincolnshire)**

Public Works Director Woodbury provided a summary of the proposed Professional Service Contract with Baxter & Woodman Consulting Engineers for a sanitary flow monitoring study. This study will evaluate the Village's sanitary sewer system and identify areas of need related to the infrastructure repair and replacement.

Trustee McDonough asked if this was the best and lowest bid. Public Works Director Woodbury noted a bid report was submitted to the Board at the meeting and Baxter & Woodman was the lowest bidder.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

#### **3.32 Consideration and Discussion of an Intergovernmental Agreement between the Village of Lincolnshire, Vernon Township, and Adlai Stevenson High School for the Port Clinton Road Path Connection Project (Village of Lincolnshire)**

Engineering Supervisor Horne provided a summary of the proposed Intergovernmental Agreement between the Village of Lincolnshire, Vernon Township, and Adlai Stevenson High School for the Port Clinton Road path connection project. This project was recently bid and Village Attorney Simon has reviewed the Agreement prepared by Stevenson High School. There is an additional \$2,500 needed for a safety rail along the Port Clinton Bridge.

Trustee McDonough stated the document provided shows the budget impact as being +7,000 and asked if this was in fact a \$7,000 savings. Engineering Supervisor Horne noted this is a \$7,000 savings and is within the 2015 budget.

Trustee Grujanac asked who would be responsible for maintaining the path. Engineering Supervisor Horne stated the maintenance is noted in the Agreement as follows; the Vernon Township will perform all snow removal on the path and the Village will perform all other maintenance on their respective sections. A brief discussion followed regarding path limits.

Trustee Brandt noted her appreciation regarding knowledge, input and efforts by Engineering Supervisor Rob Horne in facilitating discussions on this project among the various taxing bodies.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

- 3.4 Public Safety
- 3.5 Parks and Recreation
- 3.7 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

5.0 **NEW BUSINESS**

Trustee Brandt noted there is a 4<sup>th</sup> of July meeting on Thursday, February 26, 2015 at 7:00 p.m. in the Community Room at the Village Hall for anyone who would like to attend. Volunteers are needed. Fun Ones, Inc. will be in attendance to provide information on the rides for the 2015 celebration.

6.0 **EXECUTIVE SESSION**

7.0 **ADJOURNMENT**

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 8:01 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk